



## Event Management Plan

The Event Management Plan (EMP) is an essential document for the safe running of your event and should be used as the backbone for all event planning where all aspects of the event are covered and run too. The bigger the event and/or the riskier the activities the more detailed the plan should be.

When you submit your EMP, we will tell you if you need to attend an Event Safety Advisory Group meeting to discuss the event and answer any questions that the emergency services or the Council may have.

### Event Organiser Details

|                                 |  |
|---------------------------------|--|
| <b>Event Organiser</b>          |  |
| <b>Contact Telephone Number</b> |  |
| <b>Name of Event</b>            |  |
| <b>Location of Event</b>        |  |
| <b>Date of Event</b>            |  |

Do you require correspondence to be in Welsh? Yes ☐ No ☐

### 1. Event Overview

#### 1.1 Event Overview

Please provide a description of your event:

|  |
|--|
|  |
|--|

Please provide the following information about your event:

|                         |  |
|-------------------------|--|
| <b>Event Start Time</b> |  |
| <b>Start End Time</b>   |  |

#### 1.2 Event Itinerary

Please provide timings of your event including any set up timings and break down timings:

| Date/time | Action |
|-----------|--------|
|           |        |
|           |        |
|           |        |
|           |        |

#### 1.3 Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

| Time | Activity |
|------|----------|
|------|----------|

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |

## 1.4 Event Management

### Roles and Responsibilities on Event Day(s)

Please provide a brief description of the roles for event staff and their main responsibilities including event set up and breakdown. There may be other roles that are not listed here that are applicable to your event so please add as appropriate (*example: Health & Safety Officer, Steward Coordinator, Press & PR Coordinator, Supporting Staff*).

| Role            | Responsibility |
|-----------------|----------------|
| Event Organiser |                |
| Event Manager   |                |
| Site Manager    |                |
|                 |                |
|                 |                |

## 1.5 Crowd Management

|                               |  |
|-------------------------------|--|
| Estimated Number of Attendees |  |
|-------------------------------|--|

Please provide detail on how you will manage the crowd at your event:

|                                                                                 |
|---------------------------------------------------------------------------------|
| <b>Is your event ticketed? If yes, what arrangements are in place for this?</b> |
|                                                                                 |
| <b>How will you manage capacity?</b>                                            |
|                                                                                 |
| <b>How will you manage access and egress of the crowd?</b>                      |
|                                                                                 |

## 1.6 Advertising

Please provide details of how you will advertise your event:

|                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|
| <b>How and where do you plan to advertise your event?</b>                                                                 |
|                                                                                                                           |
| <b>How are you going to engage with local businesses/residents? Engagement is mandatory for events in the town centre</b> |
|                                                                                                                           |
| <b>Will the media be in attendance and if so how will you handle them?</b>                                                |
|                                                                                                                           |

|                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                             |
| <b>May we use the details supplied here for publicity purposes or to give to interested parties?</b>                        |
|                                                                                                                             |
| <b>Would you like Merthyr County Borough Council to use their Webpages and Social Media to help you promote your event?</b> |
|                                                                                                                             |

## 2. Site Management

### 2.1 Contractor Management

Please provide details of any contractors that will be involved with your event. Please ensure that you check any safety documentation of contractors that you hire.

| Company | What are they providing/doing? |
|---------|--------------------------------|
|         |                                |
|         |                                |
|         |                                |
|         |                                |

### 2.2 Traders

Please provide details of any traders/commercial traders and charity stalls that will be at your event. Please ensure that you check any safety documentation of traders.

| Name of Organisation | Concession Type |
|----------------------|-----------------|
|                      |                 |
|                      |                 |
|                      |                 |
|                      |                 |

### Sale of Alcohol

If you are selling alcohol at your event, please contact the licensing department as you will require a temporary events notice. Please explain how you will manage the sale of alcohol:

|  |
|--|
|  |
|--|

### Catering Requirements (Food, drink, water)

For each catering supplier/food stall that you have attending your event, please provide the following information for each:

- Name of Business
- Address of Business
- Contact telephone number

- Name of local authority that they are registered with
- National food hygiene rating (if available)

### **2.3 Fencing and/or barriers**

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location.

### **2.4 Electricity, Water, Gas Supply and Generators**

Please tell us if you plan to use electricity, water and or gas supply at your event. If so, please tell us where these will be sourced and the processes in place to manage these.

Please tell us if you plan to use any generators at your event. If so, please tell us where these will be sourced and the processes in place to manage these, including the storage and management of fuel and other flammable liquids.

### **2.5 Temporary Structures**

Please list any temporary structures that you will have at your event and where they will be located e.g. gazebos, marquees, staging.

### **2.6 Fire Safety**

Please ensure that you have considered aspects related to fire safety at your event and provide detail here.

### **2.7 Temporary Events Notice**

Licensable activities at your event such as the sale and supply of alcohol, the provision of late night refreshments to the public and regulated entertainment may require a temporary event notice (TEN). Please ensure that you have the necessary licences in place.

A temporary event notice application must be sent to the licensing department. Further information can be provided by the Licensing Department: [licensing@merthyr.gov.uk](mailto:licensing@merthyr.gov.uk) – 01685 725000.

|  |
|--|
|  |
|--|

## 2.8 Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints. **Please note:** If you have live music you may require a Temporary Events Notice.

|  |
|--|
|  |
|--|

## 2.9 Attractions

Please provide details of any attractions that will be at your event e.g. inflatable's, funfair/children's rides, fireworks. For these attractions make sure that you see a copy of the provider's public liability insurance, risk assessment and method statement. For rides we will also need the name of each ride and their corresponding ADIPS number (Amusement Device Inspection Protection Scheme).

| Name, address and telephone number of organisation | Attraction and ADIPS number if applicable |
|----------------------------------------------------|-------------------------------------------|
|                                                    |                                           |

## 2.10 Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location.

|  |
|--|
|  |
|--|

## 2.11 Public Health and Welfare

Please provide details of the arrangements you have made for the following:

|                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Toilet Facilities:</b> Please provide details of sanitary arrangements, including: number, ratio of male to female and disabled, location, maintenance. Please bear in mind the opening times of public facilities.                                             |
|                                                                                                                                                                                                                                                                    |
| <b>Waste Disposal:</b> Please provide details of the arrangements made for non-recyclable, waste disposal, recycling facilities and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste and recycling. |
|                                                                                                                                                                                                                                                                    |
| <b>Noise Management:</b> Please provide details of the arrangements made for minimising noise disruption at your event                                                                                                                                             |
|                                                                                                                                                                                                                                                                    |

## 2.12 Accessibility

Please tell us how you have made your event accessible and provide detail here. e.g. Accessible toilets provided, Accessible parking, Ramped access.

|  |
|--|
|  |
|--|

## 2.13 Steward and Marshal Management

Please provide details of the arrangements you have made for stewards and marshals at your event.

|                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>What are the roles and responsibilities of the stewards?</b>                                                                        |
|                                                                                                                                        |
| <b>Where will they be positioned and why?</b>                                                                                          |
|                                                                                                                                        |
| <b>Who are your stewards? (We do not require names, just where they've been recruited from).</b>                                       |
|                                                                                                                                        |
| <b>Will you be using SIA qualified security staff? If so, what will their role be?</b>                                                 |
|                                                                                                                                        |
| <b>How will your stewards be trained?</b>                                                                                              |
|                                                                                                                                        |
| <b>When will your stewards be briefed? Please provide a copy of the information that will be given to Stewards (briefing document)</b> |
|                                                                                                                                        |
| <b>How will the event team and the stewards (including traffic stewards) communicate with each other on the day of the event?</b>      |
|                                                                                                                                        |

## 3. Incident Management

### 3.1 Welfare of Children

Please provide details of how you would deal with a lost or found children or vulnerable person at your event:

|  |
|--|
|  |
|--|

### 3.2 Incident Reporting and Investigation

Please provide details of the system you have in place for reporting and recording accidents and incidents at your event:

|  |
|--|
|  |
|--|

### 3.3 Communication with the Public

Please provide details of how you will communicate with members of the public on the day of the event in the case of an emergency.

|  |
|--|
|  |
|--|

### 3.4 Emergency Plans

Please provide details of your emergency plan for the event:

|                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Who is responsible for determining that an incident is now an emergency and will take responsibility for decisions?</b>                        |
|                                                                                                                                                   |
| <b>Who will report this to the emergency services?</b>                                                                                            |
|                                                                                                                                                   |
| <b>What systems do you have in place to contact the local emergency services?</b>                                                                 |
|                                                                                                                                                   |
| <b>Who will liaise with the emergency services when they get to the site?</b>                                                                     |
|                                                                                                                                                   |
| <b>What entrance/access point should the emergency services use that is safe and can be kept clear of crowds for them to get to the incident?</b> |
|                                                                                                                                                   |
| <b>Who will be responsible for crowd control during an incident?</b>                                                                              |
|                                                                                                                                                   |
| <b>If required, how would you evacuate your event? What steps would you take?</b>                                                                 |
|                                                                                                                                                   |
| <b>How will you communicate this evacuation instruction to your audience?</b>                                                                     |
|                                                                                                                                                   |
| <b>Please provide details of emergency signage that will be used (i.e emergency exit signs)</b>                                                   |
|                                                                                                                                                   |

## 4. Traffic Management

### 4.1 Traffic Management

Please answer the following questions in detail regarding traffic management at your event.

|                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>What is the best route for traffic to take to get to your event? How will this be communicated?</b>                                                                                        |  |
|                                                                                                                                                                                               |  |
| <b>In the interest of pedestrian safety, how will pedestrians interact with vehicle movement? Please include information about how they will cross open roads safely.</b>                     |  |
|                                                                                                                                                                                               |  |
| <b>What have you done to liaise with and inform local residents and businesses about the impact to local roads?</b>                                                                           |  |
|                                                                                                                                                                                               |  |
| <b>How have you considered the impact that your event will have on public transport? Have you informed your local bus/rail/taxi company?</b>                                                  |  |
|                                                                                                                                                                                               |  |
| <b>If you are providing off-road parking, please complete the information below:<br/>Please note: any parking areas must always be stewarded. You may be asked to provide a parking plan.</b> |  |
| Location                                                                                                                                                                                      |  |
| Number of Spaces                                                                                                                                                                              |  |
| How will the area be managed?                                                                                                                                                                 |  |

#### 4.2 Road Closures

Further information can be provided by the Engineering Department:  
[Engineeringandtraffic@merthyr.gov.uk](mailto:Engineeringandtraffic@merthyr.gov.uk)

Please answer the following questions regarding any road closures at your event:

|                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Are you applying for a road closure as part of your event?</b>                                                                                   |
|                                                                                                                                                     |
| <b>Please list ALL roads that you wish to close for your event below:</b>                                                                           |
|                                                                                                                                                     |
| <b>What is the duration of the closure? Please be realistic with timings.</b>                                                                       |
|                                                                                                                                                     |
| <b>Is it necessary to have a diversion route? If yes, please provide details of the route here.<br/>A diversion plan will need to be submitted.</b> |
|                                                                                                                                                     |
| <b>Who is providing your signage for the road closure?</b>                                                                                          |
|                                                                                                                                                     |

#### Appendices

- i.** Site Map - Please provide a site map of your event site
- ii.** Risk Assessment - Please complete an event specific risk assessment including a fire risk assessment
- iii.** Public Liability Insurance - Please provide a copy of your public liability insurance certificate
- iv.** Road Closure Documents (if applicable)
  - A copy of valid Public Liability Insurance (£10 million minimum)
  - Health and Safety Risk Assessments including reference to risks on the Highway
  - Signage Schedule (Map and indication of where signs will go)
  - Plan of diversion route (if applicable)